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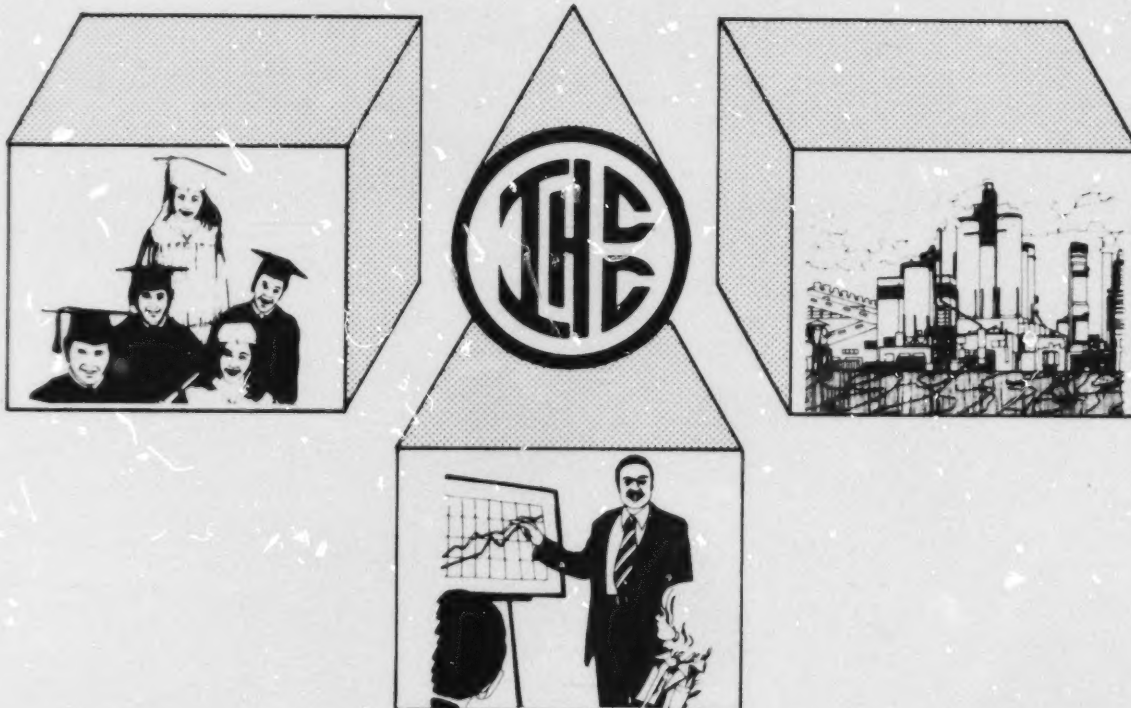
ABSTRACT

A manpower study was conducted by Indian Hills Community College (IHCC) to gather local labor market information, determine training needs, and assess the effectiveness of IHCC's vocational programs. IHCC instructors from 20 vocational programs visited and conducted interviews with 347 private and public sector employers. Study findings included the following: (1) 56% of the employers anticipated no hiring in the next 12 months and 54% expected to hire from 1 to 20 new employees; (3) 70% of the employers indicated that they hired the majority of their employees with less than 4 years of experience; (4) 54% of the employers were not familiar or only somewhat familiar with the training opportunities available to them through the Job Training Partnership Act; (5) 23% of the employers who hired vocationally trained employees felt there should be additional emphasis on specific skill development in training programs, and 25% wanted more emphasis on positive work behavior and productivity; (6) newspaper advertising was the most commonly used method of seeking new employees; and (7) 89% of the employers indicated that they were not in a lay-off status. The study report includes the survey instrument, input from the local Private Industry Council, data on specific programs, evaluation data from the instructors involved in the study, and employer responses.
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VOCATIONAL OUTREACH PROGRAM



INDIAN HILLS COMMUNITY COLLEGE AND JOB TRAINING PARTNERSHIP ACT

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PRIVATE INDUSTRY COUNCIL
VOCATIONAL OUTREACH PROGRAM
HIGHLIGHTS

- Four hundred and sixty nine (469) interviews were conducted in 347 private and public businesses and industries.
- Of the 100 employers who hired JTPA trainees, 30 did so primarily because of the training programs available.
- One hundred and fifty three (153) employers expressed interest in hiring an on-the-job-training (OJT) employee with another 119 being unsure with present conditions.
- Two hundred and fifty two (252) employers plan on hiring from one to twenty additional employees in the next twelve months while 416 reported they are not in a layoff status.
- Seventy percent (70%) of the employers hire the majority of their employees with three or less years of experience.
- Fifty-three percent (53%) of the employers were "not familiar" to "somewhat familiar" with JTPA and would like to know more about their functions.
- Forty-eight percent (48%) of the employers felt additional emphasis should be placed on developing positive work behavior and productivity during the student's training.
- Newspaper advertising is the largest single method (38%) used by employers seeking new employees.
- Potential employer lists were updated.
- Many employer-training institution relationships were formed and others renewed.

FOREWORD

It is with pleasure that I submit this Vocational Outreach report for your analysis and use. This endeavor covers a wide range of employers that you, members of the Private Industry Council, felt to be important in your expenditure of funds for training and placement of clients. Each employer reacted with their present feelings and concerns as well as sharing their insights for the near future in their individual areas. Overall, I feel it gives a fair and reasonable analysis of regional employment conditions.

A lot of people share in the product contained in this booklet, including each employer interviewed and each of the 34 Indian Hills instructors conducting the interviews. I would, however, like to express a special thanks to Mr. Charles Lawson, for direction and editing, and Dr. Steve Poort and Mr. Robert Morrissey, for editing.

Larry L. Benne
Vocational Outreach Coordinator

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VOCATIONAL OUTREACH PROGRAM

COORDINATOR'S REPORT

INTRODUCTION

The Private Industry Council (PIC) voted, at its regularly scheduled meeting on March 26, 1984, to have Indian Hills Community College conduct a Vocational Outreach Program. The design called for the collecting and reporting of accurate and current labor market information, as well as a field assessment of selected Indian Hills vocational programs through participation from both public and private sector employers. The Indian Hill's Vocational Outreach proposal was accepted after modifications were made by the Private Industry Council in the original questionnaire presented for use in the structured interviews at the employer's place of business.

PURPOSE OF STUDY

The Private Industry Council and Indian Hills are both dedicated to offering the best possible vocational opportunities in SDA 15. It was with such a mandate that the following goals were established for this project.

- (1) Provide outreach and assessment on a minimum of 150 private and public sector employers within Merged Area XV;
- (2) Summarize employment and training needs on a current and projected basis for these employers;
- (3) Supply the PIC council, Indian Hills Community College, human service agencies, and Area XV community schools with current and projected labor market data;

- (4) Provide the PIC council and Indian Hills Community College with meaningful employer feedback, assessment, and evaluation of private and public sector needs within Area XV;
- (5) Enhance employer relationships, communication and awareness of Indian Hills Community College vocational-technical programs.

Individual employers were targeted for visits utilizing the following criteria:

- (1) Number of employees;
- (2) Employment of workers within those occupations surveyed;
- (3) Potential to hire future graduates, and;
- (4) Current employment of Indian Hills graduates or trainees.

A concerted effort was made to proportionally include private and public, small and large employers to obtain as relevant and up-to-date information as possible.

Criteria for selecting vocational programs to be surveyed were:

- (1) Involve those vocational areas that have a need for and would benefit most from employer feedback on instructional techniques, curriculum, employment potential, etc., and;
- (2) Select Indian Hills vocational programs that may benefit most from enhanced employer awareness.

The questionnaire data was programmed in such a fashion that a number of vocational areas could be surveyed and automated should a future need arise.

To assist employers in meeting their needs for Job Training Partnership Act information, employers were informed of the JTPA legislation. Those interested were referred to the Job Training Partnership Act office in Ottumwa.

CONDUCT OF STUDY

A questionnaire (Appendix A) was devised for use when conducting employer interviews to record employer data. A memo requesting input from the Private Industry Council appears in Appendix B. The questionnaire was automated and finalized prior to the first employer visits which occurred on April 6, 1984. One project goal specified visitation to a minimum of 150 public and private sector employers; however, the actual number visited was 347. Indian Hills instructors from the following 20 programs conducted structured interviews: Secretarial, Clerical, Auto Body Repair, Auto Mechanics, Diesel Mechanics, Farm Mechanics, Parts Counterperson, Welding, Drafting, Medical Records Technology, Radiologic Technology, Building Trades, Horticulture, Associate Degree Nursing, Practical Nursing, Criminal Justice, Appliance Repair, Airframe and Power Plant Mechanics, Chef/Cook, and Baking.

Early discussion indicated that to obtain meaningful data from an adequate number of employers in the high technology programs (Computer Maintenance, Robotics, Electronics Technology and Computer Programming), the Vocational Outreach Program would need to be extended into some of the larger cities surrounding Iowa. Indian Hills presented an extension of the original proposal to include employer **visitations** in Kansas City, St. Louis, Omaha, and Minneapolis/St. Paul. This extension was granted at the April 30, 1984 PIC meeting. Instructors from the four programs visited 59 employers in the four cities. This brought the total number of vocational-technical programs involved to 24. Thirty-four Indian Hills instructors were involved in the total project, constituting a valuable staff **development** exercise on their part, with all instructors well received by area employers. Four hundred and sixty-nine interviews

were completed with some firms visited by representatives of more than one program.

BENEFITS OF STUDY

Perhaps the greatest benefit of the Vocational Outreach Program was the face-to-face meetings between the employers and the Indian Hills instructors. Instructor perceptions of this program effort can be found in Appendix D. Employers were provided with the opportunity to talk about specific vocational areas and how we mutually can benefit by working together.

The following are some additional benefits of this study:

- (1) Four hundred and sixty nine (469) interviews were conducted with employers in 24 different vocational areas. Each employer was visited by an educational representative of their particular interest.
- (2) Even though employment has not increased as fast in the mid-west as in some other areas of the country, over one-half of the employers indicated they would be hiring additional employees in the next year.
- (3) A large number of instructors were able to acquaint and/or increase employer awareness regarding the Job Training Partnership Act, Indian Hills and specific programs.
- (4) Each vocational program was able to expand its potential employer and advisory committee member list.
- (5) Indian Hills vocational-technical programs were offered an opportunity to visit public, private, large and small employers.
- (6) Thirty four (34) Indian Hills instructors were able to participate in a valuable staff development and updating exercise.

PROGRAM BUDGET

	<u>Budgeted</u>	<u>Expenditure</u>
Instructor Salaries	\$ 7,680	\$ 9,181
Instructor Travel	1,280	2,974
Printing	500	510
Analysis of Questionnaire	300	180
	<u>\$ 9,760</u>	
 Budget extension for High Technology programs for trips to K.C., St. L., Omaha & Minn./St. Paul.	 \$ 4,000	 *
Totals	\$13,760	\$12,845

* High Technology expenditures for instructor salaries and travel are included in the first two line items.

SUMMARY AND CONCLUSIONS

The employers involved in this study were found to be extremely cooperative and interested in finding out more about the Job Training Partnership Act and Indian Hills. Findings derived from the interaction between instructors and employers are summarized in Appendix E. It was discovered that 56 percent (56%) of the employers were only "somewhat familiar" to "not familiar" with Indian Hills; this compares to 75 percent (75%) when the last Vocational Outreach survey was conducted two years ago. Some of the employers were visited previously, however, many were different. This would suggest that Indian Hills has made a concerted effort to work more closely with its larger community. Although 32 percent (32%) of the employers interviewed anticipated no hiring over the next twelve month period, 54 percent (54%) stated they plan to hire from a minimum of one to a maximum of twenty (20) new employees during the next twelve months. Fifteen percent (15%) did not

respond, eighty-nine percent (89%) of all employers were not in a lay-off status at present. It appears as though the survey validated Indian Hills training efforts in that seventy-one percent (71%) of employers interviewed indicated that their employees had three or less years of related experience when hired. Since most vocational-technical program graduates fit this category, SDA 15 vocational training institutions should pay close attention as employer needs have great significance for training and placement. In addition, sixty-seven percent (67%) of present employees had either secondary and/or post secondary vocational-technical training when hired. Employers that hired vocationally-trained students felt there should be additional emphasis on specific skill development (23%) and positive work behavior and productivity (25%). Fifty-four percent (54%) were either not familiar or somewhat familiar with JTPA training and job opportunities available. The percentage was similar when employers responded to the same question regarding Indian Hills' specific programs. Since most employers were familiar with Indian Hills yet were not familiar with specific programs, some time and effort should be exerted to familiarize potential employers more with specific program and course offerings. Included in this report is a table (Appendix C) illustrating specific data on each participating program.

The instructors in the high technology programs found it necessary to go out-of-state to adequately represent employers in the high technology field. After visiting 59 out-of-state employers, they returned with very positive feelings about the conversations held with the companies contacted. In addition to some new employers scheduling student interview visits to Indian Hills, it was felt the greatest benefits

would be realized in the future as more employers were aware that quality high technology programs exist in southern Iowa.

There were numerous benefits realized through this Vocational Outreach program, namely;

- (1) Four hundred and sixty nine private and public sector employers were informed about JTPA legislation;
- (2) Potential sites for on-the-job training were expanded;
- (3) Many schools, human services agencies, employers and interested individuals should benefit from the information disseminated;
- (4) Private Industry Council members will be able to analyze training and employment needs on a current and projected basis;
- (5) Lists of potential employers and training sites were updated;
- (6) Employer relationships were enhanced for JTPA and Indian Hills Community College.

A project evaluation form (Appendix D) was completed by those Indian Hill's vocational instructors involved in the project. The purpose of the form was to appraise the success of the project and solicit ideas for further refinement should a future need arise for a similar effort in SRA 15. Instructors felt that the major advantage of the project was the enhancement of communications and relationships. Employers involved in this project were given current information on the new Job Training Partnership Act.

RECOMMENDATIONS

Although the opinions expressed by those involved in the project were extremely favorable, recommendations for improvement of future Vocational Outreach oriented programs were solicited by the project coordinator (see Appendix D).

Handwritten concerns expressed by participating instructors were:

- (1) JTPA personnel should make a presentation to participating staff for orientation of their purpose.
- (2) More questions were needed in specific program areas.
- (3) Fewer than four interviewers should be sent with only one car.
- (4) Individual programs requested additional input into the questionnaire.
- (5) More realistic scheduling should be employed when interviewing in metropolitan areas because of transportation constraints.
- (6) IHCC should develop cards to hand out with the toll-free number included for potential employers.
- (7) A little clearer definition of purpose and expectations of the survey is needed.
- (8) Continue to visit the larger metropolitan areas for the programs that require it.
- (9) Try to cover some of the smaller towns more thoroughly.

The Private Sector Initiative Vocational Outreach Program was felt to be very successful, exceeding most expectations. All goals were attained. Instructors selected to visit area employers expressed positive feelings, verbally and in writing, on their involvement in the project. Survey findings will continue to be a useful instrument for the planning and evaluation of SDA 15 manpower training efforts. Participants in this project strongly agreed on its merit and strongly recommend its being conducted a minimum of every 24 months in order that employer data be kept current.



**A. VOCATIONAL OUTREACH PROGRAM
QUESTIONNAIRE**

3/28/84

C.I.P. # 1 10

County # 11 12

Program Name _____

Interviewer/Instructor Name _____

APPENDIX A

Name of Employer/Co. & Contact Person _____

Address _____

City _____

Phone () _____

VOCATIONAL OUTREACH PROGRAM QUESTIONNAIRE

Please Circle Only ONE Response for Each Question.

1. HOW MANY PEOPLE DO YOU EMPLOY?

- 1. 1 - 10
- 2. 11 - 25
- 3. 26 - 50
- 4. 51 - 150
- 5. Over 150
- 6. Yourself Only
- 0. No Response

2. HOW MANY PEOPLE DO YOU EMPLOY WITHIN THE _____ DEPARTMENT?

- 1. 1 - 10
- 2. 11 - 25
- 3. 26 - 50
- 4. 51 - 150
- 5. Over 150
- 6. Yourself Only
- 0. No Response

3. HOW MUCH RELATED EXPERIENCE DID THE MAJORITY OF YOUR EMPLOYEES HAVE WHEN HIRED?

- 1. Less than 1 year
- 2. 1 - 3 years
- 3. 4 - 7 years
- 4. 8 - 15 years
- 5. More than 15 years
- 0. No Response

4. PLEASE ESTIMATE THE TOTAL NUMBER OF EMPLOYEES YOU PLAN ON HIRING OVER THE NEXT 12-MONTH PERIOD...

- 1. 1 - 2
- 2. 3 - 5
- 3. 6 - 10
- 4. 11 - 20
- 5. More than 20
- 6. None
- 0. No Response

5. PLEASE ESTIMATE THE NUMBER OF EMPLOYEES YOU PLAN ON HIRING OVER THE NEXT 12-MONTH PERIOD, WITHIN THE _____ DEPARTMENT. . .
1. 1 - 2
 2. 3 - 5
 3. 6 - 10
 4. 11 - 20
 5. More than 20
 6. None
 0. No Response
6. ARE YOU PRESENTLY IN A LAY-OFF STATUS?
1. Yes
 2. No
 0. No Response
7. WHAT IS THE HIGHEST EDUCATIONAL LEVEL OF THE MAJORITY OF YOUR EMPLOYEES WITHIN THE _____ DEPARTMENT?
1. Vocational-Technical training beyond high school
 2. High School diploma with related vocational courses
 3. Liberal Arts - 2 years
 4. Liberal Arts - 4 years
 5. GED or high school diploma
 6. Less than high school
 0. No Response
8. DO YOU INQUIRE ABOUT STUDENT RECORDS SUCH AS TRANSCRIPTS, GRADES, INSTRUCTOR RECOMMENDATIONS, ETC. WITHIN THE _____ DEPARTMENT?
1. Yes
 2. No
 3. Occasionally
 0. No Response
9. DO YOU REQUIRE APPLICANTS TO COMPLETE ANY TYPE OF WRITTEN OR PERFORMANCE TEST?
1. Yes
 2. No
 3. No Response
10. WHAT IS YOUR USUAL METHOD OF ADVERTISING OR FILLING JOB OPENINGS?
1. Newspaper Advertising
 2. Job Service of Iowa
 3. Recommendation of current employee
 4. Other
 0. No Response

11. WHAT EDUCATIONAL CHANGES WOULD YOU LIKE TO SEE PERTAINING TO **JOB READINESS** FOR YOUR EMPLOYEES?
1. No change
 2. More emphasis on specific skill development
 3. Lend more attention to general or overall subject knowledge
 4. More short in-service training programs in a specific skill
 5. More emphasis on positive work behavior and productivity
 6. More emphasis on internships or on-the-job training
 0. No Response
12. WOULD YOU BE INTERESTED IN HIRING AN ON-THE-JOB TRAINING **EMPLOYEE?**
1. Yes
 2. No
 3. **Unsure** at Present
 0. No Response
13. **HOW FAMILIAR ARE YOU WITH J.T.P.A. (FORMERLY C.E.T.A.) PROGRAMS, INCLUDING ON-THE-JOB TRAINING AND RELATED TRAINING OPPORTUNITIES FOR YOUR BUSINESS?**
1. Not familiar with J.T.P.A. programs
 2. Somewhat familiar; would like to know more
 3. Very familiar; no need to know more
 0. No Response
14. HOW WOULD YOU EVALUATE THE PREPARATION OF J.T.P.A. TRAINEES, WITHIN YOUR **DEPARTMENT?**
1. Preparation excellent; needs no further training
 2. Preparation good
 3. Preparation adequate but needs more training in **specific areas**
 4. Lacks adequate preparation
 0. No Response
15. **IS THERE A PARTICULAR REASON YOU HAVE HIRED J.T.P.A. (FORMERLY C.E.T.A.) TRAINEES?** (This question for employers of J.T.P.A. (Formerly C.E.T.A) trainees.)
1. J.T.P.A. Training programs
 2. J.T.P.A. staff initiatives
 3. Other employer recommendations
 4. Good appearance, job-seeking skills and work record
 5. **Other**
 0. No Response
16. **HOW FAMILIAR ARE YOU WITH I.H.C.C. PROGRAMS, COURSES, OR FACILITIES RELATED TO YOUR BUSINESS?**
1. Not familiar with I.H.C.C. programs, courses or **related facilities**
 2. Somewhat familiar; would like to know more
 3. **Very** familiar; no need to know more
 0. **No Respons**

17. HOW WOULD YOU EVALUATE THE PREPARATION OF I.H.C.C. TRAINEES, WITHIN YOUR
DEPARTMENT?

1. Preparation excellent; needs no further training
2. Preparation good
3. Preparation adequate but needs more training in specific areas
4. Lacks adequate preparation
0. No Response

18. DO YOU FEEL THAT I.H.C.C. TRAINED EMPLOYEES, WITHIN THE
DEPARTMENT. . . .

1. Require less on-the-job training than employees without training beyond high school
2. Require about the same amount of on-the-job training as employees without training beyond high school
3. Require more on-the-job training than employees without training
0. No Response

19. IS THERE A PARTICULAR REASON YOU HAVE HIRED I.H.C.C. TRAINEES?
(This question for employers of I.H.C.C. trainees)

1. I.H.C.C. training programs
2. Instructor recommendation
3. Good appearance, job-seeking skills and work record
4. Other
0. No Response



**B. PRIVATE INDUSTRY COUNCIL
QUESTIONNAIRE INPUT**

Indian Hills

community college

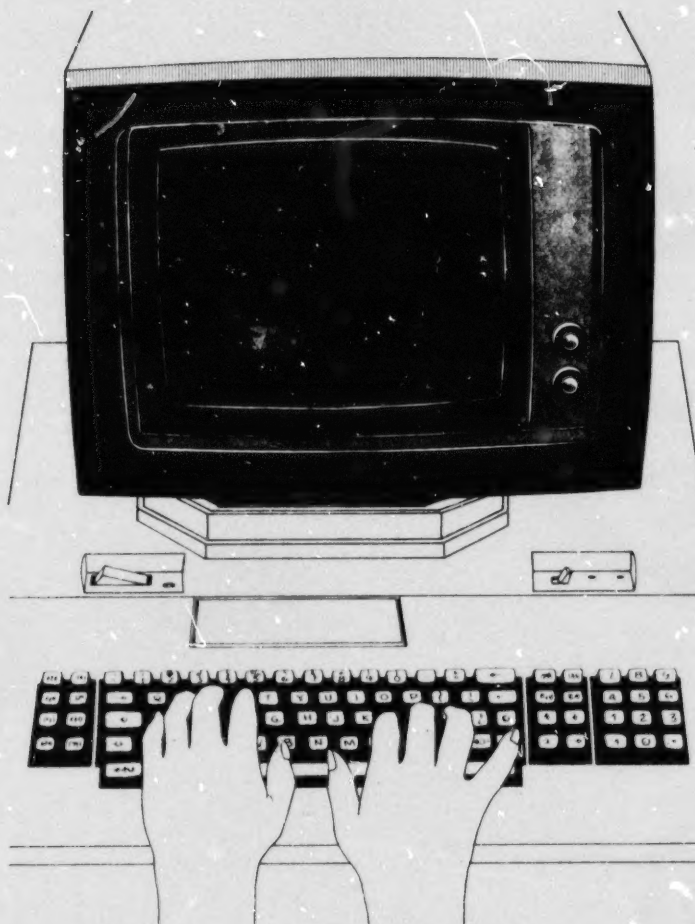
Offers - So much - To so many - For so little

TO: Private Industry Council Members
FROM: Stephen M. Poort
RE: AREA MANPOWER SURVEY
DATE: March 28, 1984

As you know the Private Industry Council approved the conduct of an area-wide manpower study through Indian Hills Community College at its March 26, 1984 meeting. In response to your request, please find enclosed a draft of the questionnaire to be used in the conduct of this study. You are encouraged to examine this questionnaire and offer any thoughts you may have to strengthen its contribution. Obviously, such an effort is an important one to Merged Area XV, and we need to collect the very best data possible.

Please forward any thoughts/suggestions for improvement to Chuck Lawson, IHCC Director of Vocational and Technical Education at Wats No. 1-800-362-2585 or 683-5160 no later than Wednesday, April 4, 1984. Your prompt attention will be much appreciated.

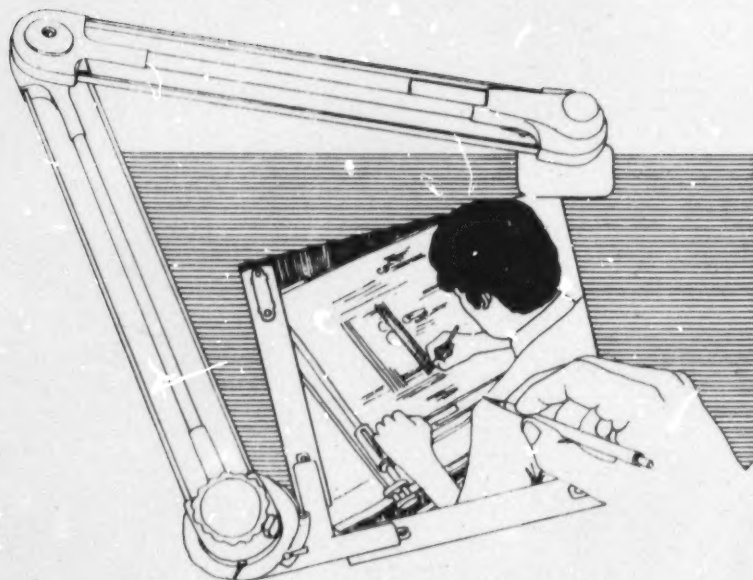
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Enclosure



C. SPECIFIC PROGRAM DATA

PROGRAM DETAIL

VOCATIONAL PROGRAM	NUMBER OF QUESTION- NAIRES COMPLETED	EMPLOYERS HIRING WITHIN NEXT 12 MONTHS	INTERESTED IN HIRING OJT TRAINEE	NOT FAMILIAR TO SOMEWHAT FAMILIAR WITH JTPA	NOT FAMILIAR TO SOMEWHAT FAMIL- IAR WITH IHCC RELATED PROGRAM
Farm Mechanics	10	3	4	4	6
Horticulture	8	5	6	8	6
Systems Analyst	39	23	1	21	32
Secretarial	43	21	10	21	24
General Office Clerk	14	4	1	9	9
Parts Counterperson	46	20	18	32	30
Electronic Technology	4	1	1	3	3
Robotics	14	8	5	7	10
Radiologic Technology	9	4	5	5	5
Medical Records	23	14	18	17	10
Practical Nursing	13	12	7	9	1
Assoc. Degree Nursing	17	13	7	4	4
Baking	31	22	6	20	23
Chef/Cook	33	19	10	19	21
Criminal Justice	22	5	6	7	6
Carpentry	22	12	10	14	14
Computer Maintenance	7	5	1	2	6
Appliance Repair	3	1	1	2	1
Aviation Maintenance	23	12	5	8	8
Auto Body Repair	34	16	11	18	18
Auto Mechanics	24	12	8	10	12
Diesel Mechanics	6	6	4	0	1
Mechanical Drafting	7	2	4	6	2
Welding	<u>17</u>	<u>10</u>	<u>4</u>	<u>7</u>	<u>10</u>
GRAND TOTAL	469	250	153	253	262



D. INSTRUCTOR EVALUATION DATA

VOCATIONAL OUTREACH PROGRAM
INSTRUCTOR EVALUATION
1984

	AGREE STRONGLY	AGREE	NEUTRAL	DISAGREE	DISAGREE STRONGLY
1. IHCC has benefited from the Vocational Outreach Program (VOP).	20	7	--	1	--
2. You, as an instructor, have benefited from VOP.	19	8	--	1	--
3. Your program has benefited from VOP.	15	11	2	--	--
4. You would make <u>minor</u> changes in the administration of a future VOP program.	2	14	5	7	--
5. You would make <u>major</u> changes in the administration of a future VOP program.	1	1	11	14	3
6. Employer relations have been enhanced as a result of VOP.	18	8	1	1	--
7. <u>Placement potential</u> for your students has been enhanced through VOP.	12	12	4	--	--
8. Your advisory committee will be 'revived' or 'refreshed' as a result of VOP.	5	13	9	1	--
9. Employers who have been contacted are better informed regarding IHCC programs as a result of VOP.	18	8	--	1	--
10. Due to VOP, you received feedback from employers that supports the way your program is presently conducted.	13	12	3	--	--
11. You received ideas for changes or additions to your program from VOP.	13	9	6	--	--
12. You recommend the use of a VOP type of program in the future.	20	5	3	--	--
TOTALS	156	108	44	26	3



E. EMPLOYER OUTREACH RESPONSES

VOCATIONAL EMPLOYER OUTREACH RESPONSES

June 20, 1984

1. How many people do you employ?	No.	Percent
1. 1 - 10	1. 162	34.5
2. 11 - 25	2. 77	16.4
3. 26 - 50	3. 37	7.9
4. 51 - 150	4. 79	16.8
5. Over 150	5. 95	20.3
6. Yourself Only	6. 5	1.1
0. No Response	0. 14	3.0

2. How many people do you employ within the _____ department?		
1. 1 - 10	1. 283	60.3
2. 11 - 25	2. 78	16.6
3. 26 - 50	3. 44	9.4
4. 51 - 150	4. 24	5.1
5. Over 150	5. 17	3.6
6. Yourself Only	6. 6	1.3
0. No Response	0. 17	3.6

3. How much related experience did the majority of your employees have when hired?		
1. Less than 1 year	1. 143	30.5
2. 1 - 3 years	2. 136	39.7
3. 4 - 7 years	3. 75	16.0
4. 8 - 15 years	4. 31	6.6
5. More than 15 years	5. 12	2.6
0. No Response	0. 22	4.7

4. Please estimate the total number of employees you plan on hiring over the next 12 month period.		
1. 1 - 2	1. 125	26.7
2. 3 - 5	2. 42	9.0
3. 6 - 10	3. 27	5.8
4. 11 - 20	4. 20	4.3
5. More than 20	5. 36	7.7
6. None	6. 149	31.8
0. No Response	0. 70	14.9

5. Please estimate the number of employees you plan on hiring over the next 12 month period, within the _____ department.

1. 1 - 2	1. 169	36.0
2. 3 - 5	2. 38	8.1
3. 6 - 10	3. 23	4.9
4. 11 - 20	4. 10	2.1
5. More than 20	5. 12	2.6
6. None	6. 180	38.4
0. No Response	0. 37	7.9

6. Are you presently in a lay-off status?

1. Yes	1. 42	9.0
2. No	2. 416	88.7
0. No Response	0. 11	2.3

7. What is the highest educational level of the majority of your employees within the _____ department?

1. Vocational-Technical training beyond high school	1. 166	35.4
2. High school diploma with related vocational courses	2. 147	31.3
3. Liberal Arts - 2 years	3. 27	5.8
4. Liberal Arts - 4 years	4. 41	8.7
5. GED or high school diploma	5. 48	10.2
6. Less than high school	6. 7	1.5
0. No Response	0. 33	7.0

8. Do you inquire about student records such as transcripts, grades, instructor recommendations, etc. within the _____ department?

1. Yes	1. 240	51.2
2. No	2. 126	26.9
3. Occasionally	3. 64	13.6
0. No Response	0. 38	8.1

9. Do you require applicants to complete any type of written or performance test?

1. Yes	1. 141	30.1
2. No	2. 286	61.0
0. No Response	0. 7	1.5

10. What is your usual method of advertising or filling job openings?

1. Newspaper advertising	1. 177	37.7
2. Job Service of Iowa	2. 57	12.2
3. Recommendation of current employee	3. 98	20.9
4. Other	4. 104	22.2
0. No Response	0. 33	7.0

11. What educational changes would you like to see pertaining to job readiness for your employees?

1. No change	1. 57	12.2
2. More emphasis on specific skill development	2. 107	22.8
3. Lend more attention to general or overall subject knowledge	3. 56	11.9
4. More short in-service training programs in a specific skill	4. 41	8.7
5. More emphasis on positive work behavior and productivity	5. 118	25.2
6. More emphasis on internships or on-the-job training	6. 31	6.6
0. No Response	0. 59	12.6

12. Would you be interested in hiring an on-the-job training employee?

1. Yes	1. 153	32.6
2. No	2. 143	30.5
3. Unsure at present	3. 119	25.4
0. No Response	0. 54	11.5

13. How familiar are you with JTPA (formerly CETA) programs, including on-the-job training and related training opportunities for your business?

1. Not familiar with JTPA programs	1. 140	29.9
2. Somewhat familiar; would like to know more	2. 113	24.1
3. Very familiar; no need to know more	3. 135	28.8
0. No Response	0. 81	17.3

14. How would you evaluate the preparation of JTPA trainees, within your department?

1. Preparation excellent; needs no further training	1. 9	1.9
2. Preparation good	2. 35	7.5
3. Preparation adequate but needs more training in specific areas	3. 40	8.5
4. Lacks adequate preparation	4. 17	3.6
0. No Response	0. 367	78.3

15. Is there a particular reason you have hired JTPA (formerly CETA) trainees? (This question for employers of JTPA - formerly CETA - trainees.)

1. JTPA training programs	1. 30	6.4
2. JTPA staff initiatives	2. 10	2.1
3. Other employer recommendations	3. 10	2.1
4. Good appearance, job-seeking skills and work record	4. 22	4.7
5. Other	5. 28	6.0
0. No Response	0. 369	78.7

16. How familiar are you with IHCC programs, courses, or facilities related to your business?

1. Not familiar with IHCC programs, courses, or related facilities	1. 109	23.2
2. Somewhat familiar; would like to know more	2. 153	32.6
3. Very familiar; no need to know more	3. 164	35.0
0. No Response	0. 43	9.2

17. How would you evaluate the preparation of IHCC trainees, within your department?

1. Preparation excellent; need no further training	1. 24	5.1
2. Preparation good	2. 101	21.5
3. Preparation adequate but needs more training in specific areas	3. 65	13.9
4. Lacks adequate preparation	4. 10	2.1
0. No Response	0. 269	57.4

18. Do you feel that IHCC trained employees, within the _____ department. . .

1. Require less on-the-job training than employees without training beyond high school	1. 152	32.4
2. Require about the same amount of on-the-job training as employees without training beyond high school	2. 38	8.1
3. Require more on-the-job training than employees without training	3. 8	1.7
0. No Response	0. 271	57.8

19. Is there a particular reason you have hire IHCC trainees? (This question for employers of IHCC trainees.)

1. IHCC training programs	1. 85	18.1
2. Instructor recommendation	2. 31	6.6
3. Good appearance, job-seeking skills and work record	3. 48	10.2
4. Other	4. 40	8.5
0. No Response	0. 265	56.5

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